

6 OCT 1981

MEMORANDUM FOR: Director of Communications

FROM : [REDACTED]
President, Employee Activity Association

SUBJECT : Commendation - [REDACTED]

1. I wish to bring to your attention the special efforts that [REDACTED] an Office of Communications employee, has made on behalf of the Agency's Employee Activity Association.

2. During the past two softball seasons of 1980 and 1981, [REDACTED] did an exceptionally fine job with the softball league on behalf of the Employee Activity Association and Agency employees. In 1980, after the unfortunate illnesses of [REDACTED] [REDACTED] was appointed Acting Commissioner of the league as well as unofficial Chief Umpire. Although a volunteer in these dual positions, he did an outstanding job, handling both positions with a high degree of dedication and competence. Also, during this period, [REDACTED] was able to avert an unpleasant incident when two soccer teams attempted to encroach on one of the softball fields while a game was being played. His cool handling of this delicate situation undoubtedly saved all concerned from considerable embarrassment and unfavorable publicity.

3. During the past season, in recognition of his good work, [REDACTED] was officially named Chief Umpire for the EAA. In this position he continued his good work in close collaboration with the new commissioner of the league. [REDACTED] assistance and counsel were involved during a difficult transition period and he deserves special recognition for his efforts.

4. It is requested that a copy of this memorandum be placed in [REDACTED] Official Personnel File.

Distribution:

Original - Addressee

1 - DD/Pers

1 - BSD

1 - BSD/EAA

DD/Pers/SP/BSO/[REDACTED] (2 October 1981)

(Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. President, EAA		25 SEP 1981 ✓
2.		
3.		
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Coordination	Justify	

REMARKS

STAT Attached is a Memorandum for the Record from [] Assistant EAA Coordinator, regarding the work [] has done in assisting EAA.

STAT If you concur I will prepare a memorandum from you to D/OC, along the lines of the attached, praising [] contribution to EAA.

STAT



Attachment

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

BILL - IS THERE SOMETHING I CAN DO ON THIS FOR YOU?

Copy

STAT See what Ben thinks about a memo from him as EAA Pres. to D/Commo praising  if he buys, write one.

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
ASST EAA COORDINATOR	Phone No.